

# Request for Public Records

**Name of Requestor/Legal Counsel:**

Address:	City:	State:	Zip:
Phone:	Email:		

**Information to be Requested – Please describe in detail the type of records requested.**

Request to review records	Request for copies of records (copy charges may apply)		
Method of delivery:	In-Person	Email	Regular Mail
Type of records (specific name, address, parcel, site information, etc.)			
Key words for search:			
Specific date or date range of requested records:			
Additional information about the records you're requesting:			

**\*If you are requesting a list of individuals, you must also complete the City's Commercial Purpose Declaration form.** RCW § 42.56.070(8) prohibits agencies from providing access to lists of individuals requested for commercial purposes (except for recognized professional associations or educational organizations). To receive the requested list, you must attest that you will not use this list for commercial purposes. "Commercial Purpose" is defined as any business activity intended to generate revenue or financial benefits.

**I am not requesting a list of individuals (sign below)**

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Print Name

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Signature

Internal Use Only		
PRR Number:	Date Received:	
Request forwarded to:	Department:	Date forwarded:
Request entered into Public Records Portal		

# Request for Public Records



The City of Spokane Valley provides access to identifiable public records (records that can be reasonably located) for review or copying in compliance with the Washington State Public Records Act. The Public Records Act does not require agencies to provide or create records that do not exist at the time of the request, and it prohibits releasing lists of individuals for commercial purposes [RCW 42.56.070(8)].

## How to request public records:

The more specific you can be regarding the records you are seeking, the more accurately and quickly we can respond. The request should include:

- The subject of interest or type of documents you are seeking
- The address, location, or site information, if applicable
- The specific dates or date range for which you are requesting records
- An email, phone number, or mailing address for return correspondence

Public records can be requested through the following:

Online: <https://spokanevalleywa.govqa.us/WEBAPP/rs/>  
E-mail: prhoades@spokanevalleywa.gov  
Fax: 509.720.5075

Mail or In Person: City of Spokane Valley  
Attn: City Clerk's Office  
10210 E. Sprague Avenue  
Spokane Valley, WA 99206

## How we will respond:

The City will respond to a request for public records within five (5) business days.

We will respond by:

1. Acknowledging receipt of the request and providing an estimate of time required to respond. Additional processing time may also be necessary due to the size of the request, a need to clarify the request, or time required to review the documents and remove any information exempt from disclosure [RCW 42.56.230 – 470; RCW 70.02]; or
2. Providing the records for inspection or copying after payment of any applicable fees; or
3. Indicating that we have no documents that meet the criteria of the request; or
4. Denying the request. If a request for public records is denied or a portion of the request is denied, the specific sections within the Public Records Act justifying the denial will be provided.

## Public Records Fee Schedule:

It is the intent of the city to recover costs of providing public records when the total cost, including but not limited to the per page, device, envelope, or postage costs, amounts to \$5.00 or more. A deposit of 10% may be required. Fees associated with provided records can be found on the City of Spokane Valley Fee Schedule: <https://www.spokanevalleywa.gov/documentcenter/view/114>.

Paper copies up to 11"x17"	\$0.15 per page
Paper copies larger than 11"x17"	\$0.87 per square foot
Records transmitted in electronic format	\$0.10 per GB
CD/DVD/flash drive, envelope, postage	Actual cost

The Washington State Public Records Act, Chapter 42.56 in the Revised Code of Washington (RCW), requires government agencies to make identifiable public records available for inspection and/or copying unless the record is exempt from disclosure. A public record is "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics" [RCW 42.56.010(3)].

A writing is defined as "handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated" [RCW 42.56.010(4)].